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**KAZI AFIF**

Accounts Assistant

+971588970901

kaziafif123@gmail.com

**Objective:**

Energetic accounting assistant with 4+ years of experience in financial administration

Skilled in data processing and documentation analysis

Knowledgeable of Real Soft, WINHMS and MS Excel proficient, seeking to leverage great organizational and analytical skills

**Profile:**

**Experienced Accounts Assistant** in Real estate, Contracting and Hospitality Industry

**Skilled Marketing Specialist** in a Decorative Firm

**Experienced Sales Executive** in Automobile Industry

**Experienced Associate** **Accounts Coordinator** in Wholesale Industry

**Work Experience:**

**Sharafi Group – AS Contracting Accounts Assistant Nov 2019 TO Present**

1. Process company documentation, such as Invoices and payment cheques.
2. Manage purchase orders, cash inflow, outflow and petty cash
3. Perform Night Audit JV’s for credit card, cash and taxes settlement
4. Post “cash/cheque receipts, credit card settlements and Bank transfers
5. Reconcile cash, bank and credit card receivables.
6. Compiled and analyzed Real Soft data for accuracy

**N A Decor Marketing Specialist SEPT 2018 TO MARCH 2019**

1. Maintain friendly and professional customer interaction
2. Process company documentation; Quotation to Invoices upon the approval of work.
3. Plan and execute initiatives to reach the target audience through appropriate channels; Social Media, Email and Telephonic
4. Draft 2D-3D DESIGNS via HOME DESIGN Application.
5. Planned, developed and led complex projects from inception to completion along the assist from technical manager

 **TATA Motors (Aadya) Sales Executive AUGUST 2017 TO AUGUST 2018**

1. Maintained 92% customer satisfaction on overall car deals
2. Conducted test drives with 70% result in closure of deals.
3. Maintain documents required for funding and negotiate with the financial institutions for quick approval of funds
4. Interact with Potential Customers and Use Sales Techniques to Effectively Close Sales.
5. Keep records of all Sales activity in concise Sales reports. (CRM)

**A-ONE Super Market Accounts Clerk JAN 2015 TO MARCH 2017**

**Education:**

**B.B.A, Finance and Administration**

**Shree Guru Sudhindra college of Business Administration**

**2014 - 2017**

**Activities:**

* Volunteered for Auto Show at Auto drome, India.
* Volunteered as a Field Examiner for Vellore Institute of Technology, India.

**I T Skills:**

* **Circle**
* **Jarvis**
* **Real Soft**
* **Sweet Home 3D/HOME DESIGN ELEVATION**
* **Microsoft Office Tools**
* **WINHMS (Win cloud)**

**Soft Skills:**

* Communication
* Time Management
* Goal Oriented
* Team work
* Critical thinking
* Social Media Marketing
* Work Orientation
* Analytical
* Multi-tasking
* Attention to detail
* Problem solving

**Personal Details:**

Date of Birth 11th Feb 1995

Gender Male

Nationality Indian

Languages English, Hindi, Konkani, Kannada.

Availability 1 month Notice period

Passport No L2713291

**Other Skills:**

**Skilled executive as a Digital Marketing Analyst, for an Interior Decorative firm where duties include Digitalize and Socialize the Business via Internet Tools**

Hereby, the information is true, declared by.

**KAZI AFIF**